



American Embassy

Corner of Independence and United Nations Avenues
P.O Box 31617, Lusaka, 10101, Zambia
Phone: +260 211 250 955 Fax: +260 211 252 225

PROCUREMENT AGENT

The U.S. Embassy in Zambia is seeking to hire an individual to fill the position of Procurement Agent in the Mission's General Services Office.

CONDITIONS OF EMPLOYMENT

The employee will work on a full-time, 40 hours/week basis and compensated based on the Embassy's Local Compensation Plan – FSN 6, with a salary ranging from ZK 69,966,947.00 to ZK 107,763,546.00 per annum.

MAJOR DUTIES & RESPONSIBILITIES

Incumbent provides ICASS General Services procurement and contracting services to all USG agencies at post. While conforming to all relevant USG rules, regulations and authorities, performs day-to-day local, regional and international procurements for maintenance, construction, motor vehicle, office supplies and other equipment and supplies as approved by the position's supervisors. Searches in catalogues, brochures, internet websites, and other applicable sources for requested procurement items.

REQUIRED QUALIFICATIONS

The successful candidate must address the following with specific and comprehensive information supporting each requirement:

- Successful completion of senior secondary school and a diploma in business field, i.e. purchasing & supply, administration, management, accounting or human resource are required.
- Two years of relevant experience in purchasing or other related clerical work, of which at least one year should be in the purchasing field, is required.
- Level IV (fluent) English and one local language is required.
- High computer literacy with a solid command of MS office tools is required.
- Good interpersonal and organizational skills are required.
- A valid class BC driver's license is required.

NOTE

All applicants who are not Family Members of USG employees officially assigned to post and Under Chief of Mission Authority must be RESIDING IN COUNTRY and have the required work and/or residency permits to be eligible for consideration.

The closing date for receiving applications is **February 24, 2011**. Only candidates meeting the above requisites should submit their applications including CVs and copies of certificates to: Human Resources Office, American Embassy, Corner of Independence and United Nations Avenues, P.O. Box 31617, Lusaka.

Only short listed candidates will be contacted.